

6 FAH-2 H-300 PRE-SOLICITATION ACTIVITIES

6 FAH-2 H-310 ACQUISITION PHASES

(TL: CORH-1; 08-21-1997)

6 FAH-2 H-311 GENERAL

*(TL: CORH-1; 08-21-1997)
(State Only)*

- a. It is useful to think of the acquisition process as having three phases:
 - (1) Preparing the solicitation, which includes advance planning (pre- solicitation);
 - (2) Soliciting and awarding the contract (pre-award); and
 - (3) Administering the contract after award (contract administration).

6 FAH-2 H-312 SCOPE

*(TL: CORH-1; 08-21-1997)
(State Only)*

a. This chapter discusses pre-solicitation activities and the actions that Department requirements and contracting offices must complete before requesting bids/proposals from the business community.

b. Actions taken in the pre-solicitation phase of the acquisition process result in the completion of an Advance Acquisition Plan and a Procurement Request Package, including the development of the Statement of Work, independent Government cost estimate, and technical evaluation criteria.

c. 6 FAH-2 H-312 Exhibit H312 lists COR responsibilities versus Contracting Officer responsibilities in the pre-solicitation phase.

6 FAH-2 H-313 THROUGH H-319 UNASSIGNED

6 FAH-2 H-312 Exhibit H-312 RESPONSIBILITIES

(TL: CORH-1; 08-21-1997)

PROCUREMENT STAGE	COR RESPONSIBILITIES	CO RESPONSIBILITIES
<ul style="list-style-type: none">• Pre-Solicitation Activities	<ul style="list-style-type: none">• Develop specifications or Statement of Work• Develop evaluation criteria• Develop independent Government cost estimate and reserve funds• Secure necessary approvals• Suggest sources• Prepare Procurement Request Package• Chair the TEP• Secure members of the TEP• Prepare JOFOC, if necessary	<ul style="list-style-type: none">• Review Procurement Request Package and recommend changes as necessary• Perform market survey• Develop source list• Make set-aside determination• Publicize the solicitation, i.e., CBD or other source• Review and approve JOFOC, if necessary